

Purchasing

It is the policy of the Board of Education that the Superintendent seek at least three (3) price quotations on purchases of more than exceeds the State bid threshold for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District. The current State threshold, which changes annually, can be found at http://www.michigan.gov/documents/bidletter_13452_7.pdf.

Bids shall be sealed and shall be opened by the Superintendent in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder, however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the District;
- D. delivery terms;
- E. past performance of the vendor.

The Board reserves the right to reject any and all bids.

- A. Contracts can be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than the State bid threshold. All other contracts require Board approval prior to purchase.
- B. The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The Superintendent is authorized to purchase all items within budget allocations.

- A. The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase was not contemplated during the budgeting process.
- B. The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization. The district will not reimburse employees for sales tax paid.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Board members and employees shall not make any purchase through the District for personal use. The name of the district or school, or an employee's position, shall not be used in such manner that discounts or cost preferences are given to such person. Purchasing equipment and supplies by the district for resale to employees is prohibited.

M.C.L.A. 15.321-330, 380.1267, 380.1274 et seq.